



Alderman Knight School

Administration of Medication at School Policy

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Reviewed By	Joy Hopkins and Trudie Leech
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Ratified by Governors	

Administration of Medication at School Policy

The Governing Body and staff of Alderman Knight School wish to ensure that pupils with medication needs receive appropriate care and support at school. Some of our pupils are likely to have medical needs which mean that additional measures are required to ensure that they are enabled to have full access to the curriculum, that the impact of their medical difficulties upon their life in school is minimised as far as possible, and that all staff who work with the pupil understand the nature of their difficulties and how best to help them. There will also be occasions when pupils have short term medical needs. While there is no legal or contractual duty on staff to administer medicines or supervise pupils taking their medicines nevertheless we would wish to support our pupils where we can.

Aim

The aim of this policy is to outline administration of medication procedures as follows:

1. Guidelines for parents/carers
2. Prescribed medication
3. Non-prescribed medication
4. Storage and disposal of medication
5. Administration of medication
6. Recording procedures
7. Transport of medication
8. Roles and responsibilities
9. Emergency medication

1. Guidelines for parents/carers:

- Parents/carers are responsible for providing the school with comprehensive information regarding the pupil's condition and medication.
- Prescribed medication will not be accepted in school without complete written and signed instructions from the parent/carer. The medication will need to be in date, in the original packaging with a pharmacist label and instructions with the pupil's name clearly visible.
- Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents, detailing dosage and time of last dose. This would include Calpol, Paracetamol
- Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- Where the pupil travels on school transport with an escort, parents/carers should ensure the escort has written instructions relating to any medication sent with the pupil.
- It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.
- It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date. Where possible, the school will endeavour to notify parents a week prior to medication running out

2. Prescribed medication

Alderman Knight School will only accept prescribed medicines if these are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container

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Parents/carers should ensure that each item of medication is delivered to the Authorised Person (member of tutor team), in a secure and labelled container as originally dispensed. Every item of medication must be clearly labelled with the following information:

- . Pupil's Name.
- . Name of medication.
- . Dosage.
- . Frequency of administration.
- . Date of dispensing.
- . Storage requirements (if important).
- . Expiry date.
- . Signed consent for administration

Where possible, a Medication Plan or Protocol should be requested from the health professional by the parent/carer and a copy given to school along with the medication

Prescribed medicines should only be taken at school when essential; that is where it would be detrimental to the pupil's health if the medicine were not administered during the school day. If medication needs to be administered 3 times a day, it is likely that all doses can be given at home. We will only administer if the prescribing doctor has stated that the medication must be administered during the school day, or in exceptional circumstances that have been assessed and agreed by the school nurse/senior leadership team to best meet the needs of the child.

In order to identify medication needs of pupils within school, a medical information and consent form (Appendix 7) is sent out at the start of each academic year.

Parents can request that school staff administer prescribed medication by completing a WEDUC medication care plan/permission form which includes all necessary information. Medication will be given exactly as directed on the prescription label and we cannot accept any written or verbal change to the medication differing from that of the prescription label from the parent/carer. The new script must come direct from the prescribing doctor and Pharmacist.

With regard to inhalers school will not accept a prescription label which specifies "use as directed" and will ask parents to request that the pharmacy issues a prescription label which specifies the maximum dose and frequency.

We cannot accept permission to administer medication via a phone call from the parent or carer but we will accept written, signed consent in the home-school communication or via a letter for the first day of administration. We will then send a medication form home for subsequent doses.

We are unable to grind or crush any tablets unless stated on the prescription label, and a tablet can only be cut in half if it has a 'cut' line. Equally capsules cannot be opened unless pharmacy provides specific instructions to do so on the prescription label. Where a full tablet or medicine measure is not required, as per prescription, excess will be safely stored in an appropriate sealed container for disposal at a later point.

In such case that parents/carers request the return of ½ tablets that have been cut at school; this should be facilitated in a manner that is both safe and appropriately documented. School will not accept ½ tablets into school and cannot give medication that has already been cut.

Medication will always be checked by two members of staff. The second member of staff will then also witness the administration of that medication to the pupil and countersign administration paperwork immediately after administration.

Where possible we would support pupils administering their own medications in consultation with parents/carers and commensurate with their levels of understanding.

Prescribed Enteral Feeds

All enteral products should have been prescribed by a GP, Dietician or Consultant and must be supplied alongside an enteral feeding regime written by the pupil's enteral feeding team.

Enteral feeds should be in their original packaging as dispensed by the pharmacy and clearly labelled. Enteral feeds should be provided unopened and stored appropriately

3. Non-prescribed medication

Parents can request that non-prescribed paracetamol be administered to their child by completing a WEDUC medication form. The paracetamol must be supplied by parents/carers and transported to school appropriately as documented in the transport of medications section of this document. Non-prescribed paracetamol will not be administered for more than 3 consecutive days without seeking GP advice. Paracetamol supplied by parents should be labelled with the child's details. If parents wish this paracetamol to remain in school for potential future requirement, then it will be locked in a cupboard/medicine safe. Prior to administering any pupil paracetamol for minor ailments, staff will contact parents/carers to ensure that the maximum dose in 24 hours has not been exceeded and to ascertain the time of any previous doses. Parents will be notified via the home/school communication of the time and dose administered.

Other non-prescription medication that school staff are able to administer following completion of a WEDUC medication form include topical/preventative creams for skin complaints. If staff feel that non-prescription creams are being used to treat an ongoing complaint, then they may recommend parents seek medical advice. Staff are unable to administer any medication containing aspirin or ibuprofen unless it has been prescribed by a doctor

4. Storage of medication in school

All non-emergency medication, including controlled drugs, should be kept in the locked in a cupboard/medicine safe.

All medication MUST be provided in its original packaging with the prescription label present and the medication information leaflet available. The exception to this is insulin, which must still be in date and provided with instruction, but will generally be transported inside an insulin pen or pump rather than in its original prescription box.

Tablet medication will be stored in a clear plastic container with the pupil's name on to ensure all blister packets are kept together inside the prescriptive packaging.

Pre-loaded dose emergency medications such as buccal midazolam must also be individually labelled by the pharmacy. If the syringes are not individually labelled the medication must remain complete in its original packaging with the prescription label present. However, it is important to note that best practice is for individual labelling where possible.

Medication that is temperature sensitive will be kept in the lockable fridge that is located in the Medical Room. The temperature of the fridge will be checked to ensure that the temperature range is between 2°C and 8°C

All emergency medications such as adrenaline, inhalers and anticonvulsants should be in the vicinity of the individual pupil at all times. There may however be instances where it is felt that this limits the independence of the individual; in which case this will be discussed with parents/carers and relevant medical professionals. A risk assessment will be undertaken and agreement will be sought that a particular

pupil may move within the interior of the school without their emergency medication being directly with them. In this case all school staff would be made aware of this to ensure that medication can be accessed and administered promptly and within the required timescale. Emergency medication is carried around school in a bum bag labelled with the pupil's name. A copy of their protocol is kept in the bum bag with the medication.

Return or disposal of medication

School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent or sent home at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal. All medication will be sent home over the summer holidays. In exceptional circumstances the designated member of staff may return medication to the pharmacy following discussions with parents and the Senior Leadership Team.

Sharps boxes should always be used for the disposal of needles and other sharps. Where possible these should be provided by parents/carers as part of the equipment required to meet the needs of the child. When a sharps container has reached its designated fill line, the box should be locked securely and arrangements made for its safe disposal.

5. Administration of medication

Medication should be administered by a Teacher or Teaching Assistant who knows that pupil. When a member of staff responsible for administering medication to an individual is away from school, it is the tutor team's responsibility to co-ordinate the administration of medication. Staff who volunteer to assist in the administration of medication will receive appropriate training or guidance. All staff will be made aware of the procedures to be followed in the event of an emergency.

Staff administering non oral medication must receive guidance/training from an appropriate specialist. This includes gastrostomies, inhalers and emergency meds. Some medications, e.g. insulin administered following specific training.

Any concerns about the medication needing to be administered should be checked with the parent/carer. If, for any reason, the medication is not given, parents should be informed.

If children refuse to take prescribed medication, staff will not force them to do so but will inform the parents of the refusal as a matter of urgency.

If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed. If staff are unhappy about administering medication for any reason, they should consult with a member of the Senior Leadership Team.

Controlled drugs

Schools should keep controlled drugs that have been prescribed for a pupil securely stored in a locked cupboard. Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held. Staff administering medicines should do so in accordance with the prescriber's instructions. Schools should keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted in school

Emergency medication

All pupils with prescribed emergency medication in school will have an individual corresponding protocol that has been completed by the pupil's Consultant, GP, and/or the Specialist Nurse, alongside the protocol generated by their medical professional. A copy of these protocols and care plans will be kept with the

medication to ensure that medication can be administered promptly. All emergency medication should be easily accessible to the pupil and not locked away.

For those children with emergency medication, an advanced care plan or protocol are located in the office. This will be given to the paramedics in an emergency situation and can travel with the pupil to hospital.

1. Recording procedures

Records offer protection to staff and children and provide evidence that agreed procedures have been followed. Parents should be informed if their child has been unwell at school. Pupils requiring medication, including enteral feeds, will have an individual medication sheet. This should be signed immediately after a medication has been given by the person administering the medication and by the witness. If any entries are made incorrectly on medication registers they must not be crossed out or erased. Instead 'entered in error' must be written, signed, and then the correct entry made. The school will keep registers of administration with the medication, which they will have available for parents. A register of all medication administered in school will be updated on each occasion medication is administered and kept securely in the medical room filing cabinet.

2. Transport of medication

Medication is transported with the pupils in their school bag or with a responsible adult. When medication arrives in school, it should be placed immediately into a place of safety, including the locked medicine cabinet/cupboard or, if it requires refrigeration, in the fridge in the medical room. Any medication transported to and from school should only be handled by responsible adults. This includes emergency medications. It is the responsibility of parents and carers to ensure that a responsible adult receives and delivers the medication to school and the school is responsible for handing it back at the end of the day. Only members of staff employed by the school will sign over medication to transport.

3. Trips and off-site visits

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

If medication is required during an off-site day trip, then it must remain complete in its original packaging along with a copy of the administrative paperwork/WEDUC form and any relevant protocols. Pupils requiring medication will be identified on their individual off-site personal information packs which are taken on all off-site visits. Medication is signed into and out of school on the class offsite visit forms. All medication required during off-site visits will remain with an appropriate member of staff at all times. If medication is required during a residential visit parents/carers are asked to send all medication in a week before the visit, along with relevant completed paperwork, so that we can ensure systems are in place for its administration. The medication will be stored in the main safe until the day of the residential and then will be transferred to a locked box. A named member of staff will be responsible for the overseeing of medication administration for all pupils. This member of staff will check and sign that all medication has been administered from a master timetable. Medication will be returned after the visit via the usual transport of medication procedure. Any issues with regard to medical needs will form part of the risk assessments completed for overnight stays.

4. Roles and Responsibilities

Only staff who are appropriately trained will administer medication. On the school site this will generally be the designated members of tutor teams for administering regular medication but this may be any trained member of staff for emergency medication. Tutor teams are responsible for ensuring that medication has been administered. For non-prescribed medication the designated staff for medical needs or a First Aider will make the decision to administer and will consult with parents and carers. For off-site visits the member of staff who signs the medication out is responsible for the administration and return of the medication. On residential visits and offsite visits at least one first aider will be present. A designated member of staff will monitor the expiry dates of medication and prescribed feeds and will contact parents/carers if further supplies are needed.

Staff Training

All staff who have agreed to administer medication will receive appropriate guidance and training, where needed, (e.g. Buccal or EpiPen)

5. Emergency Procedures

Where pupils have conditions which may require rapid intervention, parents must notify the Head teacher of the condition. All staff will be made aware of the condition, symptoms and appropriate action following onset. In the event of sudden serious unexpected symptoms or accident the normal procedure would be to call one of the school's qualified first aiders and an ambulance. Staff should dial 999 from the nearest available phone and be prepared to answer questions about the state of the pupil. Information about the pupil's condition and any medication should be available for paramedics. The Head teacher or a member of the Senior Management Team should be notified as soon as possible.

Alderman Knight School aims to create and maintain a safe environment for children and to positively manage situations where there are child welfare concerns. The school has clearly laid down and recognised procedures for dealing with abuse or suspected abuse, which is in line with recommendations made by the Gloucestershire Safeguarding Children Board. In addition, there are clear procedures and guidelines in place for those children with medical needs. For further information in these areas, please refer to the school's Safeguarding Children/Child Protection, Administration of Medication and Health and Safety Policies.

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